ATTACHMENT 4

REQUEST FOR ACCESS TO PERSONNEL FILES

| | | I request access to my official person | onnel folder or the documents listed in item | |
|---|------|---|--|--|
| | | Signature of Employee | Date | |
| | | | he above named employee and I request according to the documents and reasons listed in | |
| | | Signature of Representative | Date | |
| | | Print Representative's Name | • | |
| | | I am a manager/supervisor and request access to the following documents main in the employee's OPF or the documents and reasons listed in item 4. | | |
| | | | | |
| | | | | |
| | | in the employee's OPF or the document | ments and reasons listed in item 4. | |
| - | Docu | in the employee's OPF or the documents requested for review and reason | Date | |
| | Docu | Signature of Manager/Supervisor Print Name | ments and reasons listed in item 4. Date | |
| - | Docu | in the employee's OPF or the documents requested for review and reason | Date | |
| | Docu | in the employee's OPF or the documents requested for review and reason | Date | |
| | Docu | in the employee's OPF or the documents requested for review and reason | Date | |
| | Docu | in the employee's OPF or the documents requested for review and reason | Date | |

DHRD Form OPF-4 12/02